



SOUTH SALT LAKE CITY REQUEST FOR RECORDS

City Recorder's Office

220 East Morris Ave, South Salt Lake, UT 84115

Phone Number: (801) 483-6019

* Required Field

Requester Information

*First Name:		Middle Initial:		*Last Name:	
*Current Address:					
*City, State, Zip:					
*Phone #:			Work #:		
*Email:					

*Describe the **records you are seeking** (records must be described with reasonable specificity, such as date of occurrence, events, or persons involved):

Case Number (if known):

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*Describe your **purpose** for records sought (reason must be described with reasonable specificity):

*In what format would you like to have access to the requested record(s)?

Physical Copy

View in office (no physical copy)

Fee Notifications & Fee Waivers

All GRAMA Records Requests may be subject to research/copy fees, pursuant to the [South Salt Lake Code of Ordinances - Consolidated Fee Schedule - 3.11.020 - General Fees - Records and Information Services](#). The current fee schedule in the Municipal Code can be accessed online at www.sslc.gov.

Are you requesting a fee waiver?

Yes (fill out the fields below)	No (continue to the next section)
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Reason for fee waiver request:

Release of the records primarily benefits the public rather than me (*explain in the space below*):

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I am the victim of a domestic assault on the record.

My legal rights are directly affected by the record and I am impecunious.

(*please attach any relevant documentation for your fee waiver request to this application*)

Non-Public Records

Are the requested records currently in a public status or non-public status?

Non-public records (fill out the section below)	Public Records (continue to the next section)
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Reasons for access to non-public records:

I am the subject of the record (or guardian/parent of the subject if the subject is a minor or legally incapacitated).

I am the person who provided the information.

I am authorized to have access by the subject of the record or by the person who submitted the information (attach relevant documentation).

Other (please explain):

(please attach any relevant documentation for your request of non-public records to this application)

Expedited Response:

Are you requesting an expedited response? (5 business days)

Yes (requires relevant documentation)	No (continue to the next section)
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(please attach any relevant documentation for your request for expedited records - i.e. proof of your status as a member of the media and statement that the record is needed for a story/broadcast)

Acknowledgement & Signature:

I acknowledge that the information I am submitting on this form is correct and true to the best of my knowledge.

*Signature

*Date

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<p>Unless requesting an expedited response, it may take up to 10 business days to fulfill your request. You will be notified when the records are available to be picked up/accessed.</p>

Any further questions regarding this request can be directed to:

South Salt Lake City Recorder's Office
220 East Morris Avenue, South Salt Lake, UT 84115
(801) 483-6019 Email: aandrus@sslcc.gov